

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

NOTIFICATION

No. Health.168/2023/85

Dated: Shillong, 9th September, 2025

'Standard Operating Procedure (SOP) for seat Allotment for MBBS course for Shillong Medical College in Meghalaya (AY 2025-26)'

The Government of Meghalaya is pleased to notify the Standard Operating Procedure (SOP) for Seat Allotment for the 1st year MBBS for Shillong Medical College.

The Government of Meghalaya hereby authorizes the Meghalaya State Counselling Authority for Medical Education (MSCAMA) to conduct centralized counselling for admission to the First Year MBBS Course at *Shillong Medical College (SMC)* strictly on the basis of the NEET-UG 2025 merit list.

Admission to the MBBS Degree Course for the Academic Session 2025-2026 shall be based exclusively on the marks obtained in the National Eligibility-cum-Entrance Test (NEET-UG 2025) through a Single Window System, in accordance with the rule of reservation applicable for the State Quota seats.

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to prescribe the procedures, timelines and responsibilities for the transparent, merit-based and legally compliant admission of candidates to first-year MBBS seats in Shillong Medical College for the Academic Year 2025-26.

2. Legal Basis

- i. Meghalaya State Reservation Policy.
- ii. Political Department Letter no. POL.97/74/174 dated 10th July 1983.
- iii. NEET-UG 2025 Information Bulletin issued by the National Testing Agency (NTA).

3. DEFINITIONS

For the purposes of this SOP:

- **DMER:** Directorate of Health Services-Medical Education & Research
- **MSCAMA:** Meghalaya State Counselling Authority for Medical Education
- **NEET Qualified** - A candidate who has secured the minimum qualifying percentile in NEET-UG as prescribed by NMC for the relevant category.

4. SEATS RESERVATION BREAKDOWN

Out of the 50 MBBS seats sanctioned by the National Medical Commission (NMC) for Shillong Medical College for the Academic Year 2025-26, 15% (08 seats) shall be allocated under the All-India Quota (AIQ), while the remaining 85% (42 seats) are under the State Quota. Admission to the 42 State Quota seats shall be governed by the provisions of this SOP as stated:



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Sl. No.	Category	Seats	Percentage	Criteria
1.	Khasi & Jaintia (incl. PwD)	17	40%	NEET score + Meghalaya ST Certificate
2.	Garos (incl. PwD)	17	40%	NEET score + Meghalaya ST Certificate
3.	UR* (incl. PwD)	6	15%	NEET score + Permanent Residence Certificate as per Govt. of Meghalaya Political Department Letter no. POL.97/74/174 dated 10 th July 1983
4.	SC/OST (incl. PwD)	2	5%	NEET score + SC/OST certificate from Govt. of Meghalaya

*UR: Unreserved

5. Minimum Qualifying Criteria for AY 2025-26:

All candidates seeking admission must qualify the National Eligibility cum Entrance Test (NEET-UG) conducted by NTA for the corresponding academic year.

The minimum qualifying percentile as per NMC norms is as follows:

Category	NEET Cutoff Percentile	NEET Cutoff Marks 2025
UR*	50 th	686-144
UR*- PwD	45 th	143-127
SC	40 th	143-113
OBC	40 th	143-113
ST	40 th	143-113
SC/OBC- PwD	40 th	126-113
ST PwD	40 th	126-113

*UR: Unreserved

6. ELIGIBILITY CRITERIA:

(a) Eligibility for Seats under the 42 State Quota Seats:

The candidate must be either Scheduled Tribe or Scheduled Caste (including Other Scheduled Tribes and SC) of Meghalaya, holding a valid certificate issued by the competent authority in the State,

And,

a permanent residential of Meghalaya possessing a Permanent Residential Certificate (PRC) issued in accordance with Government of Meghalaya Political Department Letter No. POL.97/74/174 dated 10th July 1983.

Academic Eligibility Criteria: As under –

For Admission to 1 st Year	Eligibility		Criteria for Determination of Merit / Rank
	In Qualifying Examination, candidate should have	In NEET-Examination	
MBBS	<p>Passed in 2nd Pre-University Course/ 12th Std / Equivalent Exam with English as one of the languages and obtained a Minimum of 50% of Marks in aggregate in Physics, Chemistry, Biology or Biotechnology subjects.</p> <p>(*40% for ST/SC/OST category candidates)</p> <p>*Other eligibility criteria and conditions such as mentioned in UG-NEET-2025 Information Bulletin.</p> <p>*The ST/SC/OST eligibility criteria is applicable to Meghalaya candidates who are eligible to claim state quota seats.</p>	Declared as qualified in UG-NEET-2025	Based on UGNEET-2025 All India Rank.

(b) OTHER ELIGIBILITY CRITERIA:

- The age of the candidate shall not be below 17 years on the 31st December of the year in which the admission shall be sought for.
 - The candidate should be medically fit and to be certified by a medical board constituted by the Health & Family Welfare Department, Meghalaya.
7. Merely appearing and qualifying in NEET (UG) – 2025 does not confer any right to the candidate for admission to MBBS Course. The selection and admission to MBBS course in any Medical Institution recognized for MBBS Course is subject to fulfilling the admission criteria, eligibility, rank in merit list, medical fitness and such other criteria as may be prescribed by the Government of India and Government of Meghalaya.
8. All candidates intending to apply for the counselling **MUST COMPLETE THE ONLINE APPLICATION** by submitting the application form through the website <http://www.meghealth.gov.in>

9. DECLARATION AND VERIFICATION OF APPLICATION DETAILS

- i. All entries in the online application form must be filled in by the candidate with utmost care and diligence. The candidate shall be solely responsible for the correctness and accuracy of all information provided, including academic marks, category status, and enclosures uploaded or submitted.
- ii. Candidates are hereby informed that the information furnished in the application form, including marks obtained in the qualifying examination and supporting documents, shall be subject to verification and scrutiny by the concerned authorities. If, at any stage of the admission process or during the course of study, it is found that any information or document submitted by the candidate is false, fabricated, or incorrect, then:
 - a. The admission shall stand cancelled forthwith, irrespective of the stage of the course at that time;
 - b. The candidate shall be debarred from seeking admission to any course under the State Government quota for a period of three years;
 - c. Appropriate legal and/or criminal proceedings shall be initiated against the candidate and, where applicable, their parents/guardian, for submission of fraudulent ST/SC/OST and Permanent Residential Certificates and other documents.

10. NEET-UG SCHEDULE 2025 ISSUED BY MCC UNDER NMC*

S. No.	Schedule for Admission	All India Quota / Deemed & Central Universities	Verification of Joined Candidates Data by MCC	State Counselling	Verification of Joined Candidates Data by States
1	1st Round of Counselling	21 st July, 2025 to 6 th Aug., 2025	23 rd Aug., 2025	9 th Aug. to 18 th Aug., 2025	25 th to 26 th Aug., 2025
2	Last date of joining	22 nd Aug., 2025	-	24 th Aug., 2025	-
3	2nd Round of Counselling	4 th Sept., 2025 to 12 th Sept., 2025	20 th Sept., 2025 to 21 st Sept., 2025	10 th Sept., 2025 to 19 th Sept., 2025	26 th Sept., 2025 to 27 th Sept., 2025
4	Last date of joining	19 th Sept., 2025	-	25 th Sept., 2025	-
5	Round-3	24 th Sept., 2025 to 3 rd Oct., 2025	11 th Oct., 2025 to 13 th Oct., 2025	30 th Sept., 2025 to 10 th Oct., 2025	15 th Oct., 2025 to 16 th Oct., 2025
6	Last date of joining	10 th Oct., 2025	-	14 th Oct., 2025	-
7	Stray Vacancy	14 th Oct., 2025 to 18 th Oct.,	-	16 th Oct., 2025 to 18 th Oct.,	-

		2025		2025	
8	Last date of joining	25 th Oct, 2025	-	25 th Oct, 2025	-
9	Commencement of Academic Session for UG Courses	22 nd September, 2025			

* The dates indicated in the detailed counselling schedule are subject to change based on notifications issued by the National Medical Commission (NMC) and the Medical Counselling Committee (MCC) from time to time.

Reporting to the Office of the Director of Health Services Medical Education & Research (DME), Lawmali, Pasteur hills, Shillong for counselling and submission of the original documents as per the Schedule.	20 th September
Issue and download of allotment letter	As notified by the H&FWD

11. COUNSELING PROCEDURE:

Counselling will be conducted by the Meghalaya State Counselling Authority for Medical Education (MSCAMA).

- (i) **Online Registration:** Candidates must register online for the Meghalaya MBBS counselling process through the official website of the Health & Family Welfare Department, Government of Meghalaya at www.meghealth.gov.in
- (ii) **Seat Allotment:** The seats are allotted based on the candidate's merit (NEET rank) and reservation criteria for State Quota. The seat allotment is done in multiple rounds as per the Schedule above.
- (iii) **Document Verification:** Candidates must appear for document verification, where they are required to submit original documents such as:
 - Age Proof certificate.
 - NEET Score card & Admit card.
 - Permanent Residential Certificate (if applicable).
 - Class 10 & 10+2 mark sheets and passing certificates.
 - ST/SC certificate (if applicable).
 - Passport-size photographs.
- (iv) **Admission Confirmation:** Once a seat is allotted, the candidate must confirm their admission by paying the required fees as stipulated by SMC, if applicable and submitting the necessary documents within the stipulated date and time.

NB:

- a. Candidates who have joined state quota seats through earlier rounds are not eligible to participate in stray vacancy round of UG Counselling 2025.
- b. For any queries or clarifications regarding the State Quota Stray Vacancy Round, candidates are advised to contact the *Meghalaya State Counselling Authority for Medical Education* through the notified official communication channels.

12.COMPOSITION OF THE MEGHALAYA STATE COUNSELLING AUTHORITY FOR MEDICAL EDUCATION

Sl. No.	Designation	Role
1.	The Director of Health Services (Medical Education & Research)	Chairperson
2.	Addl Director, DMER	Member Secretary
3.	The Director of Health Services (MI)	Member
4.	The Director of Health Services (MCH&FW)	Member
5.	The Addl Director of Health Services (SS), Civil Hospital, Shillong	Member
6.	The Joint Director of Health Services (SS), Ganesh Das MCH Hospital, Shillong	Member
7.	The District Medical & Health Officer, East Khasi Hills District	Member
8.	Principal/Dean of the concerned Medical Institute	Member

13.APPLICATION & COUNSELLING FEE STRUCTURE:

Payment of Fees	State Quota
Application Fee (Non-Refundable)	Nil
Counselling Fee	Nil

14.ANNUAL FEE STRUCTURE:

FEE STRUCTURE FOR MBBS 1st YEAR

S.L. No.	Particular	Fee Amount (₹)
A. One Time Fees		
1.	Admission Fee	₹500

2.	Registration Fees	As fixed by the University
3.	Fee for Prospectus/Application Form	₹500
	Sub Total (A)	₹1,000/-
B. Annual Fees		
1.	Health Check- up	₹300
2.	Immunization	₹300
3.	ID Card Fee/Renewal etc., (Re-issuance charges, if any, shall be payable separately)	₹100
4.	Student Welfare Fund	₹300
5.	Tuition Fees	₹9,000
6.	Common Room Fees	₹300
7.	College Magazine Fees	₹300
8.	Sports & Cultural Fees	₹400
9.	Practical Manual Fees	₹500
10.	Utility Charges	₹500
11.	Examination Fees (Fees for multiple examination attempts shall be levied as per the rates notified by the university).	As fixed by the University
12.	Laboratory Fees	₹1000
13.	Library Fees	₹1000
14.	Hostel & Security (Applicable only to candidates opting for hostel accommodation)	₹5000
15.	Mess Charges - To be collected separately, as per actual expenditure incurred.	As applicable
	Subtotal (B)	₹19000/-
C.	Security Deposit (Non-Refundable)	₹10,000
The consolidated total of all applicable charges for MBBS 1st Year amounts to ₹30,000/- (Rupees Thirty Thousand Only).		

- Total Annual fees=₹30,000/-
- Hostel & Security Fess=₹5,000/-

FEE STRUCTURE FOR MBBS 2nd YEAR

S.L. No.	Particular	Fee Amount (₹)
A. Annual Fees		
1.	Health Check- up	₹300
2.	Immunization	₹300
3.	ID Card Fee/Renewal etc., (Re-issuance charges, if any, shall be payable separately)	₹100
4.	Student Welfare Fund	₹300
5.	Tuition Fees	₹9,000
6.	Common Room Fees	₹300
7.	College Magazine Fees	₹300
8.	Sports & Cultural Fees	₹400
9.	Practical Manual Fees	₹500
10.	Utility Charges	₹500
11.	Examination Fees (Fees for multiple examination attempts shall be levied as per the rates notified by the university).	As fixed by the University
12.	Laboratory Fees	₹1000
13.	Library Fees	₹1000
14.	Hostel & Security (Applicable only to candidates opting for hostel accommodation)	₹5000
15.	Mess Charges – To be collected separately, as per actual expenditure incurred.	As applicable
	Subtotal (B)	₹19000/-
B. Security Deposit (Non-Refundable)		₹10,000
The consolidated total of all applicable charges for MBBS 2nd Year amounts to ₹29,000/- (Rupees Twenty Nine Thousand Only).		

- Total Annual fees=₹29,000/-
- Hostel & Security Fess=₹5,000/-

FEE STRUCTURE FOR MBBS 3rd YEAR

S.L. No.	Particular	Fee Amount (₹)
A. Annual Fees		
1.	Health Check- up	₹300
2.	Immunization	₹300
3.	ID Card Fee/Renewal etc., (Re-issuance charges, if any, shall be payable separately)	₹100
4.	Student Welfare Fund	₹300
5.	Tuition Fees	₹9,000
6.	Common Room Fees	₹300
7.	College Magazine Fees	₹300
8.	Sports & Cultural Fees	₹400
9.	Practical Manual Fees	₹500
10.	Utility Charges	₹500
11.	Examination Fees (Fees for multiple examination attempts shall be levied as per the rates notified by the university).	As fixed by the University
12.	Laboratory Fees	₹1000
13.	Library Fees	₹1000
14.	Hostel & Security (Applicable only to candidates opting for hostel accommodation)	₹5000
15.	Mess Charges - To be collected separately, as per actual expenditure incurred.	As applicable
	Subtotal (B)	₹19000/-
B.	Security Deposit (Non-Refundable)	₹10,000
The consolidated total of all applicable charges for MBBS 3rd Year amounts to ₹29,000/- (Rupees Twenty Nine Thousand Only).		

- Total Annual fees=₹29,000/-
- Hostel & Security Fess=₹5,000/-

FEE STRUCTURE FOR MBBS 4th YEAR

S.L. No.	Particular	Fee Amount (₹)
A. Annual Fees		
1.	Health Check- up	₹300
2.	Immunization	₹300
3.	ID Card Fee/Renewal etc., (Re-issuance charges, if any, shall be payable separately)	₹100
4.	Student Welfare Fund	₹300
5.	Tuition Fees	₹9,000
6.	Common Room Fees	₹300
7.	College Magazine Fees	₹300
8.	Sports & Cultural Fees	₹400
9.	Practical Manual Fees	₹500
10.	Utility Charges	₹500
11.	Examination Fees (Fees for multiple examination attempts shall be levied as per the rates notified by the university).	As fixed by the University
12.	Laboratory Fees	₹1000
13.	Library Fees	₹1000
14.	Hostel & Security (Applicable only to candidates opting for hostel accommodation)	₹5000
15.	Mess Charges - To be collected separately, as per actual expenditure incurred.	As applicable
	Subtotal (B)	₹19000/-
B. Security Deposit (Non-Refundable)		₹10,000
The consolidated total of all applicable charges for MBBS 4th Year amounts to ₹29,000/- (Rupees Twenty Nine Thousand Only).		

- Total Annual fees=₹29,000/-
- Hostel & Security Fess=₹5,000/-

15. METHOD OF FEE PAYMENT:

- i. Mode of payment through Debit Card / Credit card / Net banking / UPI
Necessary facilities have been enabled for making payment through payment portal by using Net Banking or other modes.
- ii. Candidates must note that mere deduction of fee from the Bank account is not a proof of fee payment.
- iii. Check the validity of the Debit card / Credit card and keep everything ready while logging on to the website for submitting application form. Candidate should enter the information asked for and make payment through the portal.

16. SEAT ALLOTMENT ROUNDS:

- (i) As per the schedule of Medical Counselling Committee (MCC), there shall be four rounds of counselling. In the first three rounds, if any category under the State Quota remains vacant, the vacancy will move to the next round. However, in the stray round, if there are any vacant seats under any reserved category, the seats will be offered to the candidates available under other reserve categories as per merit.
- (ii) After every round the counselling authority will submit a list of students to the Health & Family Welfare Department for formal approval. The competent authority in this matter will be the Hon'ble Minister, Health & Family Welfare Department. The department will, after the approval of competent authority will communicate the approved list through MSCAMA, which will communicate the list to the Director, Shillong Medical College.
- (iii) Only in Round 1 & Round 2 (Before the stipulated date), students can surrender their seats. These surrendered seats will be taken up in the 3rd Round. Surrendering seats in the 3rd Round will not be allowed.
- (iv) Joining refers to the candidate, after downloading the Allotment order reports to the institution with the original documents and joins the institute. (Round 1 & 2). In Round 3 & Stray Round, payment of tuition fees and downloading the allotment order itself is considered as Joining.

17. BOND AGREEMENT

All candidates shall be required to execute a Bond Agreement with the Health & Family Welfare Department (H&FWD) prior to joining the course, in accordance with the provisions of the *Bond Policy for Medical Students (UG/PG) Pursuing Academic Curriculum Under State Government Sponsorship/In-Service Quota Seats*, notified vide No. Health.231/2024/6 dated 28th February 2025. Execution of the Bond shall be a precondition for final admission and continuation in the course

18. APPELLATE AUTHORITY:

The Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department shall be the appellate authority in case of any dispute.

19. JURISDICTION CLAUSE FOR LEGAL DISPUTES

All legal proceedings or court cases arising out of or in connection with the counselling and admission process shall lie exclusively within the jurisdiction of the Hon'ble High Court of Meghalaya at Shillong.

20. CONTACT INFORMATION:

For any relevant queries, applicants may reach out to the Director of Health Services- Medical Education & Research (DME) at-

- o Email ID: dmeshillong@gmail.com
- o Tel No. 0364-2591510/94851 06663

Sd/-

Joint Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.